AGENDA

Golden Hills School Division No. 75

"Powering Hope and Possibilities"

> **Vision:** *Inspiring confident, connected, caring citizens of the world*
>
> **Mission:** *Intentionally maximizing learning for all*

Regular Meeting of The Board of Trustees

Tuesday, December 12, 2017

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. **Attendance**

2. **Call to Order**

    2.1. **Acknowledgment**

3. **In Camera**

4. **Approval Of Agenda**

5. **Welcome Public, Vision and Mission Statements**

6. **Presentation of Minutes**

    6.1 **Regular Meeting of The Board of Trustees (2017/11/28)**

7. **REPORTS**

    7.1. **Chair's Report**

    7.2. **Board Committees**

    7.3. **Board Representatives to External Organizations**

    7.4. **Administration Reports**

8. **NEW BUSINESS**

    8.1. **Action Items**

    8.1.1. **Cornerstone Christian Academy**   B.Daverne

    8.1.2. **Naming for the Strathmore K to 9 School Presenttion**   B.Daverne

8.2. **Information Items**

    8.2.1. **Enrolment Monitoring Report (November 2017)**   T.Sabir

    8.2.2. **Technology Services Monitoring Report**   K.Jordan

    8.2.3. **Administrative Procedures - 121, 166, 305, 313, 352**   B.Daverne

9. **School Monitoring Reports**

    9.1. **Trinity Christian Academy and Dormitories (W.Funk/D.Graff/K.Odegard)**

    9.2. **Strathmore High School (K.Larson/A.Barwacz Riou/K.Mertz)**

10. **ADJOURNMENT**

MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING
Date : Tuesday, November 28, 2017
Start time : 9:30 AM
Location : Boardroom of the Golden Hills School Division No. 75

Minutes

Attendance

Present were:
a) Chair
- Laurie Huntley

b) Vice-Chair
- Barry Kletke

c) Trustee
- Jim Northcott
- Justin Bolin
- Rob Pirie
- Jennifer Mertz

d) Superintendent
- Bevan Daverne

e) Associate Superintendent
- Wes Miskiman

f) Deputy Superintendent
- Dr. Kandace Jordan

g) Secretary - Treasurer
- Tahra Sabir

h) Recording Secretary
- Kristy Polet

Call to Order

Chair Huntley called the meeting to order at 9:31 a.m.

Acknowledgment

We would like to acknowledge that we are on lands in the Treaty 7 area. We are making this acknowledgement to demonstrate our commitment to work together as a community in laying the foundation for reconciliation through education.

In Camera

Resolution #BD20171128.1001
MOVED by Trustee Pirie that the Board of Trustees go *In Camera* at 9:32 a.m. to discuss legal matters.

Chair Initials _____ Secretary Treasurer Initials: _____

Resolution #BD20171128.1002
MOVED by Trustee Kletke that the Board of Trustees rise from In Camera at *11:19 a.m.*

Carried

Approval Of Agenda

Resolution #BD20171128.1003
MOVED by Trustee Mertz that the Board of Trustees approve the agenda as presented.

Carried

Presentation of Minutes

Resolution #BD20171128.1004
MOVED by Trustee Pirie that the Board of Trustees approve minutes of October 26, 2017 Organizational as presented.

Carried

Resolution #BD20171128.1005
MOVED by Trustee Bolin that the Board of Trustees approve minutes of October 26, 2017 Regular as presented.

Carried

Resolution #BD20171128.1006
MOVED by Trustee Kletke that the Board of Trustees approve minutes of November 11, 2017 Special as presented.

Carried

Chair's Report
(REPORTS)

Chair Huntley reported on the following items:
- Superintendent Daverne and Chair Huntley attended the Alberta Education - System Excellence Division Fall 2017 Engagement Sessions held November 14, 2017 in Calgary, AB.
  - Discussion was based around supporting success for Indigenous Students report results.
  - Discussion on Collective Bargaining
- Attended the Rural School Board Caucus (RSBC) Meeting;
  - New Executive: Chair Holly Bilton, Chinooks Edge School Division and Vice Chair Nancy Sand, Aspen View School Division.
  - Three Key Initiatives for RSBC are:
    - Transportation, Mental Health and Funding, push for reinstatement of former CEU funding or a system of averaging over the most recent three years.
  - Discussed promoting the Alberta Rural Education Symposium with County Representatives in your area.

Board Committees
(REPORTS)

Alberta School Boards Association (ASBA) and Public School Boards Association (PSBAA):
- No information to report on at this time.

Trustee Pirie presented information on Teachers Employee Bargaining Association (TEBA) meeting that was held November 21, 2017.
- The meeting consisted of an overview on TEBA and elections.
- Next meeting - January 9, 2018 in Edmonton, AB

Trustee Northcott presented information on Action on Smoking and Health (ASH) meeting that he attended November 19, 2017.
- Discussion was based around the new Legislation for marijuana use and how it will affect School Boards and Schools.
- Guest speaker: Les Hagen

Board Representatives to External Organizations (REPORTS)	No information to report on from our External Organization Representatives.
Administration Reports (REPORTS)	Deputy Superintendent Jordan presented information on the following items: - Short Term Teaching positions - are difficult to fill. Recruit from all across Canada. - Discussed China Field Studies Excursion that Crowther Memorial Jr. High Leadership Students will experience. Students will be prepared academically before, during and after the trip. - We are developing a draft set of expectations for a Golden Hills School Division Global Connections Certificate that recognizes students who have developed the practical 21st century skills, knowledge and understanding needed to become active global citizens. - Leadership Development - Finalized a three year series, program was designed to grow leaders and upcoming leaders through professional development. - Administrators - introduced book studies during Administrators meeting held Wednesday, November 22, 2017. - Career Fair - will be taking place in the upcoming months, this is to promote Golden Hills and help recruit Teachers across Canada. Superintendent Daverne presented information on the following items: - Update on the new K to 9 school being built in Strathmore; - Construction is going well. - Discussed the size/dimensions of the Recreation Facility portion, how the School ties into it, school is a two story building, solar panels to be installed on roof. - Excited about opportunities with collaboration between Town of Strathmore and Golden Hills School Division. - Naming of the school, catchment area, transportation and registration process will be brought to the Board. - School Monitoring Reports - Trustees will be attending Wheatland Crossing in the afternoon after board meeting on November 28, 2017. - Golden Hills Board and Christ the Redeemer Board will meet in January 2018. Secretary Treasurer Sabir presented information on the following items: - Facility update on the K to 9 school, making good progress. This is a three way partnership between Town of Strathmore, Wheatland County and Golden Hills. The project is on track with the budget. **BREAK** **Recessed at 12:10 p.m.** **Reconvene at 12:20 p.m.**
Audited Financial Statements for the year ending August 31, 2017 (Action Items)	Chandra Deaust (Avail, CPA - Chartered Accountant) was in attendance to present the Audited Financial Statement and answer Trustee questions regarding the audit process and Audited Financial Statements. Michael Kuystermans, Manager of Financial Services was also in attendance. **Resolution #BD20171128.1007** **MOVED by Trustee Northcott** that the Board of Trustees approves the 2016-17 amount on the Audited Financial Statements for the year ending August 31, 2017 to be transferred to restricted reserves as follows. Capital Reserves - transfer of $840,000 **Carried**

Resolution #BD20171128.1008
MOVED by Trustee Kletke that the Board of Trustees approves the Audited Financial Statements for the year ending August 31, 2017 for submission to Alberta Education by November 30, 2017 subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2017.

Carried

Final Budget Submission 2017-2018
(Action Items)

Secretary Treasurer Sabir presented information on the Fall update to the 2017-2018 Budget.

Resolution #BD20171128.1009
MOVED by Trustee Bolin that the Board of Trustees approves the Budget 2017-2018 for submission to Alberta Education by November 30, 2017 as required subject to the Board being advised of any minor adjustments which may be necessary before the Budget is submitted to Alberta Education November 30, 2017.

Carried

Final Annual Modular Request Submission 2018-2019
(Action Items)

Secretary Treasurer Sabir presented the Final Modulars Request that has to be submitted on or before December 1, 2017 to Alberta Education.   The Draft Modulars Request was presented at the October 24, 2017 Board meeting.

Resolution #BD20171128.1010
MOVED by Trustee Pirie that the Board of Trustees approves the final request for seven modulars from Capital Planning, Alberta Education for the 2018-2019 school year.

School	Request
Strathmore High School	2 modulars
Trinity Christian Academy	3 modulars
Wheatland Crossing	1 modular
Prairie Christian Academy	1 modular

Carried

Final 2017-2020 Three Year Education Plan and AERR
(Action Items)

Superintendent Daverne presented information on the Final Three Year Education Plan and Annual Education Results Report.

Resolution #BD20171128.1011
MOVED by Trustee Mertz that the Board of Trustees approve the Three Year Education Plan 2017-2020 and Annual Education Results Report 2016-2017 for submission to Alberta Education November 30, 2017.

Carried

Field Studies Excursion - Prairie Christian Academy - Europe
(Action Items)

Resolution #BD20171128.1012
MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Europe from March 30 - April 8, 2018 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

Field Studies Excursion - Prairie

Resolution #BD20171128.1013
MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school

Christian Academy - Bogota Colombia (Action Items)	field studies/excursion for Prairie Christian Academy to Bogota Colombia from February 9 - 20, 2018 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

Field Studies Excursion - Wheatland Crossing - Kenya (Action Items)	**Resolution #BD20171128.1014** **MOVED by Trustee Bolin** that the Board of Trustees approves the proposed high school field studies/excursion for Wheatland Crossing to Maasai Mara fo Kenya from February 15 - 25, 2018 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

Rural School Board Caucus (RSBC) (Action Items)	**Resolution #BD20171128.1015** **MOVED by Trustee Northcott** that the Board of Trustees appoint Chair Huntley to represent Golden Hills School Division No. 75 on the Rural School Board Caucus (RSBC) Committee.

Carried

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Monthly Enrolment Monitoring Report (October 2017) (Information Items)	Secretary Treasurer Sabir presented information to the Board of Trustees on the Monthly Enrolment Report for October 2017.
Diploma and Provincial Exam Results (Information Items)	Jeff Grimsdale, Director of Student Assessment and Curriculum Support, presented information on the 2016-2017 Provincial Testing Results for Diploma Exams and Provincial Achievement Tests.
ADJOURNMENT	**Resolution #BD20171128.1016** **MOVED by Trustee Northcott** that the Board of Trustees adjourn at 2:05 p.m.

Carried

_____
Chair

_____
Secretary Treasurer
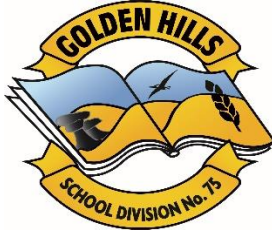
CORNERSTONE CHRISTIAN ACADEMY

"Inspiring confident, caring citizens of the world"

December 12, 2017

Background:

Across Alberta, a number of previously private, faith-based, schools have signed agreements with Public School Boards that designate them as alternative public school programs operating under the umbrella of that Public Board. In those situations, students attending that school are fully funded by Alberta Education. GHSD has past and current agreements of this type.

As of June 2018, the agreement between Battle River School Division and Cornerstone Christian Academy of Camrose has been terminated. As a result, Cornerstone Christian Academy of Camrose Society Board Chair, Deanna Margel, is seeking partnership with an Alberta Public School Board and is requesting that Golden Hills School Division consider their request.

The school is located in Kingman Alberta, 27 km north of Camrose and is a kindergarten to grade 12 school with approximately 180 students.
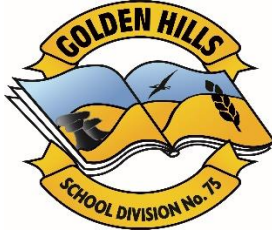
Recommendation:

That the Board of Trustees reviews and responds to the request from Cornerstone Christian Academy of Camrose.

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Bevan Daverne
Superintendent

Background:

In October 2014, $16 million dollars in funding from Alberta Education for a new K to 9 school was approved for the town of Strathmore. The vision and design for this project ultimately included a broader partnership and additional investment of $8 million dollars from the Town of Strathmore and Wheatland County to develop an integrated school and community field house currently under construction in the community of Edgefield.

As per *Administrative Procedure 540 Naming/Renaming of Facilities*, Wayne Funk, Principal of the K to 9 school, has been appointed to form a naming committee that consists of community stakeholders to consider possibilities for school names to recommend for the Board's consideration.

In addition to Wayne, six community members were chosen to reflect a diverse cross section of the Strathmore and area community. Golden Hills is very appreciative of the work of this committee for their thoughtful work in developing some possible name for the Board's consideration. The Board would like to express their thanks to Wayne Funk and the committee members:

> Bob Sobol
> Joyce Bazant
> Geoff Ball
> Neil Kennedy
> Sonny Warrack
> Ashleigh DeJonge

Recommendation:

That the Board of Trustees considers the naming committee's recommendations and selects a name for the new Strathmore K to 9 School.

_____

Bevan Daverne
Superintendent

Background:

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven and monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on September 30, 2017 enrolment of provincially funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30, 2017. High school funding is based on the Credit Enrolment Units earned per student.

Recommendation:

That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

_____   _____
Bevan Daverne   Tahra Sabir
Superintendent   Secretary-Treasurer

Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison
Sept 30, 2017 & Oct 31, 2017

Funded Total Enrolment	30-Nov-17 Enrolment	31-Oct-17 Enrolment	Difference	% Change
Provincially Funded Students	6,049.75	6,046.75	3.00	0.05%
Siksika Students	156.00	156.00	0.00	0.0%
International Students	222.60	222.60	0.00	0.0%
Total	6,428.35	6,425.35	3.00	0.0%

Last Year Monthly Enrolment & Comparison to September 2017

Growth in students

- 2016/17 Monthly Enrolment
- 2017/18 Monthly Enrolment
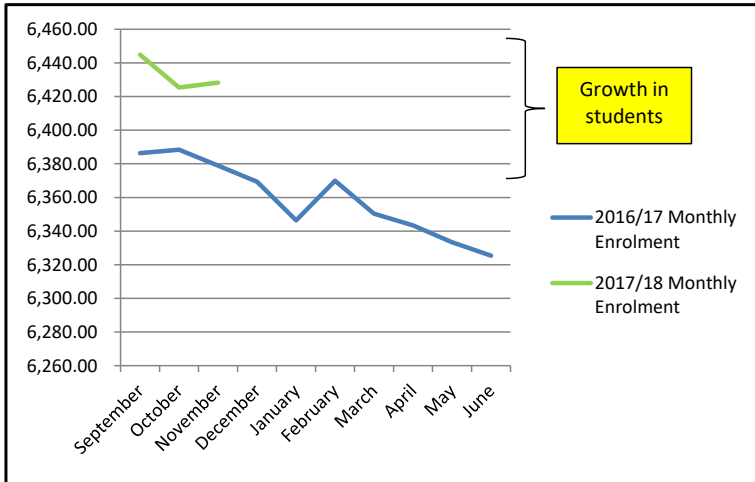
Grade Figure Analysis Comparison of Sept 2017 and Sept 2016

Provincially Funded	30-Sep-16	30-Sep-17	Difference	% Change
Kindergarten	203.50	213.00	9.50	4.5%
Grades 1-3	1,435.00	1,407.00	-28.00	-2.0%
Grades 4-6	1,431.00	1,381.00	-50.00	-3.6%
Grades 7-9	1,448.00	1,475.00	27.00	1.8%
Grades 10-12	1,539.25	1,504.00	-35.25	-2.3%
Total	6,056.75	5,980.00	-76.75	-1.3%

Schools - Year to Year Comparison

		October 31, 2017	October 31, 2017		
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	198.50	199.50	-1.00	-0.5%
K-6	Brentwood Elementary School	334.00	328.50	5.50	1.7%
K-9	Carbon School	95.00	96.00	-1.00	-1.0%
K-6	Carseland School	61.50	60.50	1.00	1.7%
7-9	Crowther Memorial Jr. High School	556.00	554.00	2.00	0.4%
K-9	Dr. Elliott Community School	180.50	179.50	1.00	0.6%
7-12	Drumheller Valley Secondary School	422.00	422.00	0.00	0.0%
K-6	Greentree School	369.50	371.00	-1.50	-0.4%
K-12	Prairie Christian Academy School	278.50	278.50	0.00	0.0%
10-12	Strathmore High School	596.00	601.00	-5.00	-0.8%
K-12	Three Hills School	441.50	442.50	-1.00	-0.2%
K-9	Trinity Christian Academy	167.00	167.00	0.00	0.0%
K-12	Trochu Valley School	254.00	255.50	-1.50	-0.6%
K-6	Westmount School	451.50	450.50	1.00	0.2%
K-6	Wheatland Elementary School	353.00	350.00	3.00	0.9%
K-12	Wheatland Crossing	338.50	335.00	3.50	1.0%
	Totals	5,097.00	5,091.00	6.00	0.1%
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	146.75	146.75	0.00	0.0%
1-12	NorthStar Academy	390.50	390.50	0.00	0.0%
7-12	Strathmore StoreFront	43.00	43.00	0.00	0.0%
	Totals	608.25	608.25	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	344.50	347.50	-3.00	-0.9%

TECHNOLOGY SERVICES

"Inspiring confident, connected, caring citizens of the world"

December 12, 2017

Background:

Utilizing technology as a learning tool has been a GHSD priority for a number of years and as a result Golden Hills' students have access to many technology enhanced learning opportunities. Teachers and students are provided with the necessary infrastructure to meet Information Communication Technology outcomes and engage students in rich real-world learning experiences. In addition, noteworthy efficiencies have been achieved in terms of system administration.

Recommendation:

That the Board of Trustees receives the Technology Services Report for information and for the record.

_____   _____
Bevan Daverne   Dr. Kandace Jordan
Superintendent   Associate Superintendent of Schools

TECHNOLOGY SERVICES MONITORING REPORT

Presented to the Board of Trustees by Kandace Jordan
Deputy Superintendent of Schools
Resource Persons: Todd Kennedy, Jeff Grimsdale

December 12, 2017

Overview

The primary role of Technology Services, is to support the technologies used by teachers, staff, and students throughout GHSD, so they can engage in Powerful Learning through ensuring ActivBoards, internet and wireless networks and printing devices are all effective and functioning.

Our overall goal is to maintain optimum operations so staff and students are confident that the technology they require is there when they need it, keeping up-to-date on ever evolving technology.

Help Desk Ticketing

One of the data sets we collect daily is the number of tickets opened through our WebHelpDesk. Staff can submit tickets requesting help through e-mail, a special website, or by telephone. Our Help Desk is staffed on a rotating basis by our technicians and we offer high level support to all our clients.

Technical Support Tickets
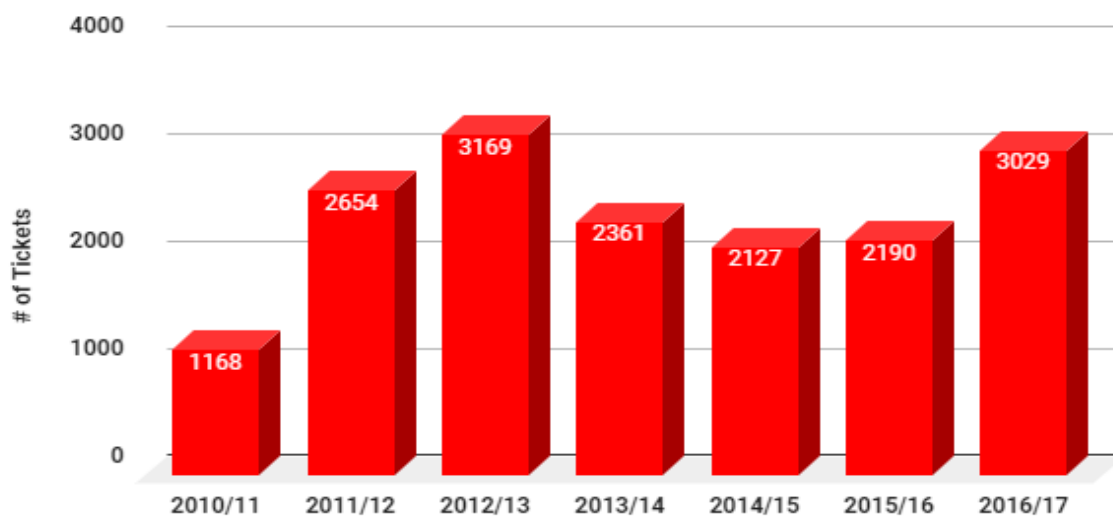
For 2016/17 we noticed a substantial increase in tickets from support to staff who were switching from the Microsoft Exchange server to Gmail, as well as staff account changes that were required. These include staff name changes, changes in school, new hires or any staff who have left.

Our team is focusing efforts on building an automated staff account creation/modification system with the hopes of reducing the manual account changes.

Bandwidth

Internet and network use is showing huge growth in all of our schools. Last year, we were seeing maximum bandwidth use of approximately 483 Mb/s. As of November 2017, we are seeing 586 Mb/s - an approximate 20% increase in bandwidth use since November 2016.
Compare this to 2011 where we were looking at less than 30 Mb/s.
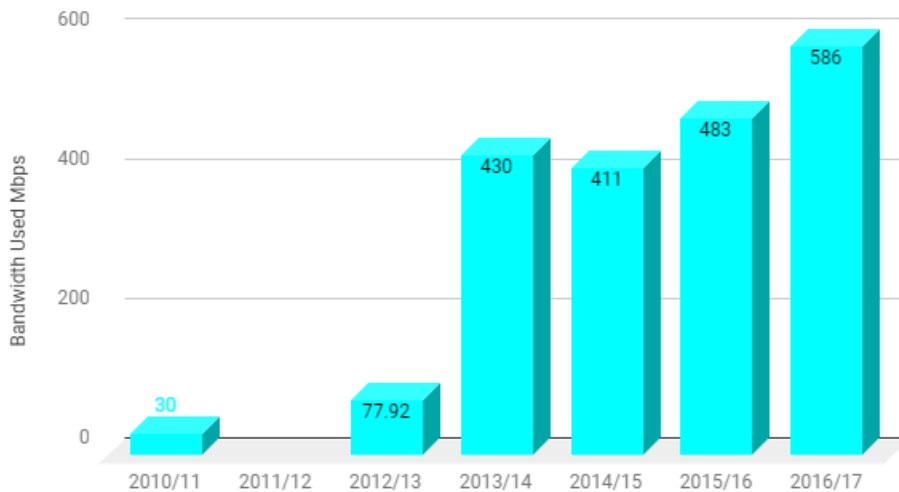

Wireless Network

In Summer 2017 we upgraded our wireless network with new access points, as our network device saturation grew, and the number of wireless devices expanded. Currently we are seeing almost 5500 devices on our wireless network on any given day.

Compared to other school jurisdictions, we have a very strong, very capable, and easy to use wireless network, but we still monitor, looking for areas where we can improve and make it even more accessible to our students and staff.

Wireless Devices
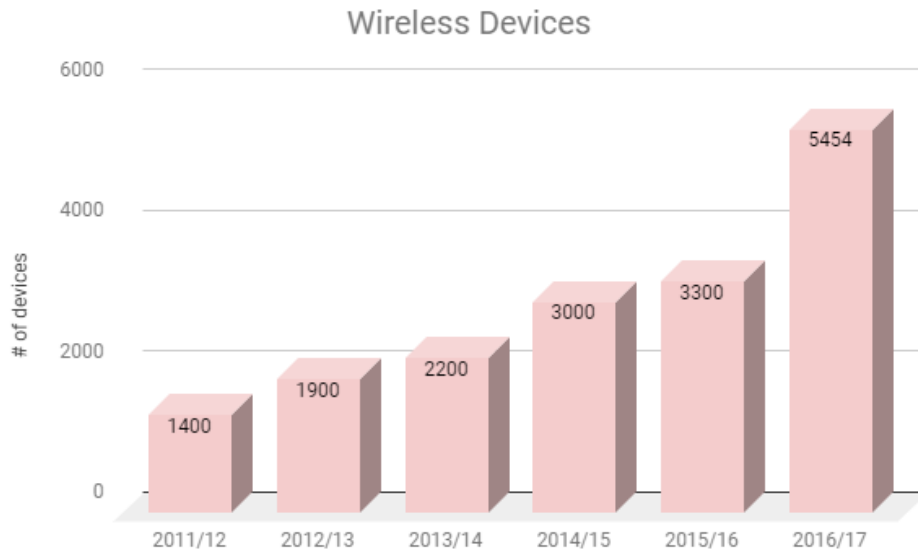
Golden Hills owned Devices

Although Golden Hills Schools encourage the use of Bring Your Own Device (BYOD), there are still thousands of computing devices owned and in use by our schools. The fleet of computers has changed substantially over the past six years and today almost half our 4111 devices are ChromeOS based (Chromebooks and Chromeboxes), and more than 80% of our devices are mobile.

Golden Hills Owned Devices
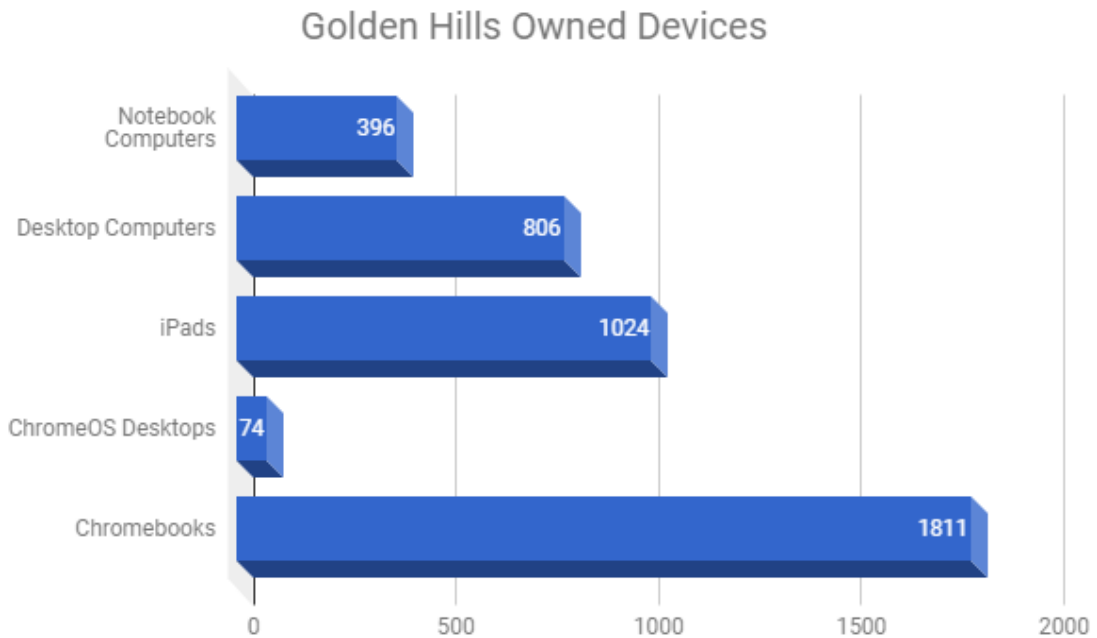
We have very few remaining physical computer labs, which have been replaced by mobile carts that teachers can bring right into their classrooms, and computers that students can use wherever they are comfortable.

A notable response to moving to mobile technologies has been the increased cost of physically maintaining computers. Mobile computers require more physical and complicated repairs. Also, maintaining the software can be challenging.

Security Cameras

The use of security cameras has grown substantially this past year and are maintained by Technology services. Currently there are 126 IP security cameras deployed throughout various Golden Hills schools and more are planned. Cameras have been installed for safety of students, at the request of local school administrators.

Photocopier / Printer Replacement

In 2012 Golden Hills entered into our first jurisdiction-wide contract to manage all photocopiers. In early 2017 a committee was initiated to look at what the next contract should look like, and published a Request for Quotation (RFQ) looking for interested vendors. The committee shortlisted three vendors, and after much testing, reference checks, and presentations, settled on a new contract. The new contract gives schools new equipment, with additional features, and will save between 20-40% of previous costs.

Evergreen Hardware

Golden Hills has put a significant investment into student use computers over the past five years, but most staff machines have been in-service for more than six years, and starting to show their age. The most recent plan was to start replacing staff computers during the 2016/17 school year, however there were not enough funds to start the process. (Mostly due to the priority placed on student devices over the past five years).

At this point staff computers are running on borrowed time, and we are working on plans to replace them starting in the spring of 2018. This is not only a financial cost but also a cost in terms of time and labour required to physically install the computers, and remove the old computers.

Provincial Tournament Support

A number of our schools have hosted Provincial tournaments over the past couple of years, and our team provides some logistical and technical support. We have people on-site during these large-scale events to ensure that the video streaming of games is working, wireless networks are functioning and and we can provide quick response to technical issues. Many times our visitors need to use our wireless network to keep their families and schools up to date, as well as keep up with other family and friends participating in other events. Our goal is for participants and spectators to have an excellent experience when inside our schools.

New Schools

In 2016/2017 we prepared to open the new Wheatland Crossing School. Our team worked on setting up all of the technology in the school to get it ready for staff and students.

Presentations

Throughout 2016-2017 many members of our Technology Services team presented at PD days, collab days, conferences, and user group meetings throughout Alberta. Topics included video security, Gmail, Digital Signage, PowerSchool, technology tips, documentation, and even leadership in IT issues. Advice from our team is sought from many school jurisdictions, and post-secondary institutions.

Learning Implications

Technology is infused in all areas of powerful learning (Strategic Instruction, Student Engagement & Citizenship) in Golden Hills. We have moved from just managing information to completely transforming new learning opportunities for our students. Students are using critical thinking skills to problem solve with coding and robotics. Teachers and students are collaboratively learning together through Google Classrooms and Google Drives (My Drive and Team Drives). The Instructional Media Centre has purchased over $30,000 worth of S.T.E.M. (Science, technology, Engineering and Math) materials to support our schools. PowerSchool is now being used as part of the assessment process in Junior High. It provides more information about curricular outcomes thus guiding instructional practices and improving student learning. Assistive technology is an area of need and our lending library of devices and applications continues to grow in order to be inclusive for all students in Golden Hills.

Summary

Technology is used in every area of learning, throughout all of our schools and continues to grow, in frequency, in duration, and in complexity. Staff and students bring their own devices and expect to have access to the resources they need, and so far it is working well.
Staff computer evergreen will need to be started as soon as possible, as the aging computers available to teachers is beginning to hinder their use and application of technology.

Recommendation: That the Board of Trustees receives the Technology Report for information and for the record.
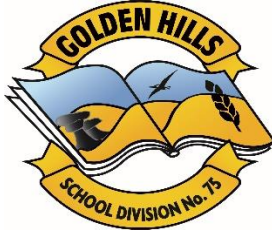
Background:

The Golden Hills School Division Administrators Association along with stakeholder input have reviewed the following procedures and recommend updates to the following:

- AP 121 - *Development and Review of Administrative Procedures*
- AP 166 - *Alcohol and Smoke Free Environments*
- AP 305 - Scho*ol Attendance Areas*
- AP 313 - *Emergency Medical Treatment*
- AP 352 - *Alcohol/Toxic Substance Free Environment*

All Administrative Procedures are attached for review.

Recommendation:

That the Board of Trustees receives the attached information around the revision of AP 121 *Development and Review of Administrative Procedure*s, AP 166 *Alcohol and Smoke Free Environments*, AP 305 *School Attendance Areas*, AP 313 *Emergency Medical Treatment* and AP 352 *Alcohol/Toxic Substance Free Environment as information*.

_____

Bevan Daverne
Superintendent

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

Background

The Division believes that a regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. A schedule for regular review of all administrative procedures will be developed and carried out through the Office of the Superintendent.

2. The annual review of Administrative Procedures shall solicit input from appropriate stakeholders which may include teachers, division office personnel, school councils, school administrators and trustees.

3. Development or review of a specific administrative procedure may be requested at any time by a formal request from the Board of Trustees, a school council, or a staff member who is personally affected by that procedure. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.

4. The Superintendent shall determine an appropriate process for reviewing or developing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request.

5. All new and amended Administrative Procedures will be shared with the Board of Trustees prior to implementation.

6. Any new or amended administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 60, 61, School Act

ALCOHOL AND SMOKE FREE ENVIRONMENTS

Background

The Division is committed to providing a safe and healthy environment for students, employees and visitors. All buildings and vehicles owned and operated by the Division, and all Division property, shall be alcohol, tobacco and smoke free environments.

Procedures

1. All Division facilities, buildings, school grounds, vehicles and school buses shall be alcohol, tobacco, and smoke free environments including restricting the use of:
- Tobacco and tobacco products
- E-cigarettes
- Marijuana
- Toxic substances or any substances used in an abusive manner

2. Exceptions may be made on a case by case basis for facilities with a community joint use agreement as per AP 556.

Reference: Section 60, 61, School Act
Alberta Smoking Regulations

SCHOOL ATTENDANCE AREAS

Background

The Division shall establish attendance areas for transportation purposes and for effective use of school facilities.

The Division encourages students to attend their local school if they require system transportation. However, the Division also supports the right of parents to access a program of choice.

The Division believes responsibility for busing students to and from the local school within specific attendance boundaries rests with the Division.

The Division further believes it is desirable to maintain attendance area boundaries in order to ensure the program viability of existing schools in their respective communities.

Procedures

1. Attendance areas shall be established for all Division schools.

2. Students and/or their guardians shall provide the school with the legal land description or address of their residence.

3. Where a guardian wishes to have a child attend a school other than their local school and outside the attendance area in which they reside, acceptance at that school, by the Principal, shall be based on available space, program and resources. Transportation may be available or allowed based on Policy 18.

4. When a student has been accepted by the Principal into a school of choice, the student must be allowed to continue to the highest grade offered at the school.

5. Placement for tuition paying students shall take place on an annual basis. Program suitability and available space will be considered.

6. As per AP 214, with Superintendent or designate approval students may be directed to attend a school, other than a student's designated school, where the educational needs of that student cannot be met in the designated school and the prospective and receiving school has appropriate and available accommodation. Transportation will be provided in accordance with Policy 18 – Student Transportation Services.

7. Direction and transportation to attend an out-of-area school shall continue from year to year provided that the conditions under which the direction was granted continue to exist.

Reference: Section 13, 30, 45, 51 School Act
              Admin Procedure 214
              Policy 18

Administrative Procedure 313

EMERGENCY MEDICAL TREATMENT

Background

The Division recognizes the responsibility of staff members to act as reasonable and prudent parents while at the same time realizing that staff members do not have the authority to consent to medical treatment for a student.

Procedures

1. Teachers shall report to the Principal serious incidents involving injury or illness which occur to a student in their care.

2. Reasonable efforts will be made to inform the parents who will make arrangements for necessary medical treatment. If the parents cannot be contacted, the Principal or designate shall arrange transportation for the student to a medical facility. When a spinal injury is suspected it is advised that the student is not moved except by appropriate medical personnel.

3. If a student needs to be transported for treatment in an emergency medical vehicle, the cost of transportation over and above the insurance of the parents of the student shall be covered by the Division.

4. Division staff shall only provide non-prescription medication to students as per AP 314.

5. Any incident related to bodily injury serious enough to require professional medical attention, shall be reported on **Form 313-1 Incident/Injury Report** and forwarded to the Secretary-Treasurer.

6. Blows to the head or abdominal area may not result in readily observable injury; however, such blows should always be treated as potentially serious. Students who have received such blows should be kept under continuous careful observation until medical attention is obtained for the student. The parent or legal guardian is to be advised of the situation and of action taken.

7. The Principal shall ensure that adequate supplies of basic first-aid kits are available for the use of staff. **See Appendix 313A**

8. The Principal should encourage staff members to obtain a valid certificate in first aid and C.P.R. training. *(Note that minimum training requirements are outlined in Appendix 313A.)*

Reference: Section 18, 20, 45, 60, 61, School Act
Emergency Medical Aid Act
OH&S Regulations

Appendix 313A

SCHOOL HEALTH – BASIC FIRST AID SUPPLIES

For schools of **100 students or less**, your school first aid room (or designated area) should be clearly marked, close to bathroom facilities and equipped with the following items:

- The supplies of a Number 2 First Aid Kit
- 1-2 blankets
- A bed or cot
- Hot and cold packs
- An eye wash station
- A flashlight
- A communication system

At least two members of staff should have first aid training.

For schools of **200 students or more**, your school first aid room (or designated area) should be clearly marked, close to bathroom facilities and equipped with the following items:

- The supplies of a Number 3 First Aid Kit
- 2-3 blankets
- A bed or cot
- Hot and cold packs
- An eye wash station
- A flashlight
- A communication system
- Optional: a stretcher, adjustable cervical collar & splint set

At least three members of staff should have first aid training, plus an additional first aider for each increment of 100 students.

Check your first aid supplies on a regular schedule.   Most first aid items can be replenished as necessary through purchases in pharmacies, food stores and safety supply stores.

Infirmary Cleanliness

1. Someone in the school should be designated to check the infirmary on a regular basis, (i.e. is the linen soiled, is there any equipment left out, bandages, basins, etc).

2. Linen should be changed and cleaned when visibly soiled AND when someone with a known communicable disease (e.g. chickenpox), uses it. If in doubt, change it.

3. Routine cleaning should be done the same as with any other room AND after anyone with a known communicable illness uses the room. The usual custodial routine and products should be sufficient.

(Revised January 2010)

Form 313-1 INCIDENT/INJURY REPORT

Date: _____

Name of school: _____

Name of injured student: _____

Age of Student: _____

Grade of Student: _____

Name of Parent(s)/Guardian(s): _____

Address: _____

Date of incident: _____

Location of incident: _____

Describe how the incident occurred: _____

_____

_____

_____

Nature of the injury: _____

_____

Name(s) of Witness(es): _____

_____

Describe the condition of the area, equipment and identified hazards (if any) that may have contributed to the incident occurring: _____

_____

_____

_____

Name of supervising teacher: _____

Location of supervisor at time of incident: _____

_____

Was First Aid rendered? _____

Description of First Aid Treatment provided: _____

_____

_____

_____

Name of First Aid Provider(s): _____

Procedure Followed: *(i.e. Parent called, sent to doctor, student rested or sent back to class)*

_____

_____

If the student was transported for treatment, record who the student was released to along with the location and time: _____

_____

_____

_____   _____
Signature of Supervising Teacher   Signature of Principal

Distribution: 1 copy student's file & 1 copy Secretary Treasurer

ALCOHOL / TOXIC SUBSTANCE FREE ENVIRONMENT

Background

Student possession and/or use of alcohol, toxic substances, or any substances in an abusive manner, in the context of any school-related activity, is detrimental to a healthy and effective learning environment. Such behavior is therefore prohibited and shall be considered a major offense and dealt with firmly, with consequences up to and including expulsion from school.

Procedures

1. All Division facilities, school grounds and school buses shall be free from use of alcohol, tobacco, vaporizers, toxic substances or any substances used in an abusive manner.

2. Each school community shall ensure continuity in curriculum programming to the extent that students shall have access to a health and/or drug and alcohol awareness education program which deals in part with the effects of the individual and on society of alcohol and/or toxic substance use and abuse. Family school liaison workers and educational consultants are available to assist in the development and implementation of educational and preventative programs.

3. In situations involving the alleged or suspected student use of alcohol or toxic substances, the following actions shall be taken:

    3.1 Students suspected of being under the influence or in possession of alcohol or toxic substances, while in attendance at school or at a school-sponsored activity, shall immediately be reported to the Principal.

    3.2 The Principal shall investigate and, if he/she determines that there are reasonable grounds to show policy and procedures have been violated, shall suspend the student.

    3.3 The incident shall be recorded and the parent and Superintendent shall be advised, in writing, of the circumstances and the actions taken and/or recommended.

    3.4 The Principal may recommend to the Superintendent that the student be expelled from school.

    3.5 In accordance with the law, any incidents of trafficking alcohol or toxic substances shall be reported to the local police authorities.

4. Any student identified in procedure 3 may be asked to pursue individual and/or family counselling, related to alcohol and toxic substance use and abuse, as a condition of his/her return to regular school programming. It is strongly recommended that schools and students adhere to this action before the reinstatement of students suspended for reasons related to this administrative procedure.

5. A student whose behavior during alcohol or substance related incidents becomes abusive, or one who is a repeat offender under this administrative procedure, shall be subject to more stringent disciplinary action.

6. Individualized student contracts describing behavior expectations may be developed for exceptional students or students attending outreach programs that identify and highlight student supports and consequences.

Reference: Section 20, 45, 60, 61, School Act
              Gaming and Liquor Act

Background:

On December 10, 2017 Education Minister David Eggen, announced changes to the IMR funding and reporting processes for the budget year 2017-2018 as follows.

Changes to IMR (Infrastructure, Maintenance, Renewal) Reporting Requirement – Budget 17/18

Before
- Government Committed to an increase of 33% funding in IMR
- Recognized Full Revenue & Expensed
-

After December 10, 2017
- Still Committed to an increase in funding for IMR
- Will recognized approx. just under 30% of the Revenue
- Revenue reduced by approximately $500,000
- Corresponding expense reduced by approximately $500,000

IMR Budget for 2017/2018 – $1,917,574
30% = $572,272 – amortize over "X" number of – ex. 10 years = $57,227 per year

Budgeted Revenue and Expenses will be reduced by approx. $500K for 17/18.

Recommendation:

That the Board of Trustees receives this as information.

Tahra Sabir
Secretary Treasurer